



## PROTOCOL ASSISTANT

The Embassy of the United States of America in Wellington invites applications for a full time Protocol Assistant with the Executive Office.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! The Protocol Assistant provides protocol guidance to the Ambassador, the Deputy Chief of Mission (DCM), and to senior officers as required. The incumbent serves as a liaison with protocol officials in the Government of New Zealand and other diplomatic missions. This position assists with questions of protocol, precedence, and local customs and practices.

To be successful in the role you will have a minimum of 3 years of experience dealing with a variety of officials from diplomatic missions, New Zealand government ministries, non-profit organizations and businesses. You must demonstrate a good understanding of government protocol derived from experience in planning and organizing official events including meetings, and social gatherings. You must have exceptional customer service skills, be able to work independently, manage your time well and be highly organized. You will be competent with MS Office applications, including Word and Outlook.

Working as part of a close knit team, you must demonstrate a professional and mature attitude, exercise tact and diplomacy and an ability to maintain confidentiality. A flexible attitude is required, as the role involves constantly changing priorities and may involve irregular work hours, including weekends and public holidays.

The starting salary for this position is NZ\$60,582 gross per annum.

If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position.

*All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the “Application for Employment” (DS-174 form) are available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close on Friday, 30 January 2015**

***Note:*** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*